

MyTax.DC.gov User Guide:

How to Sign Up – Nexus Business Sign-up

Businesses with significant physical presence in the District of Columbia (nexus) and businesses that do commerce in the District but do not have a physical presence (non-nexus) can both create accounts in Mytax.DC.gov.



Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

I want to...

- > Pay with Credit/Debit Card

Resources

I want to...

- > Go to OTR Homepage

Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to Sign Up – Nexus Business Sign-up

Sign-Up for MyTax.DC.gov

2



Welcome!

Create a MyTax.DC.gov account today to manage your DC taxes online. To sign up, you may need one of the following:

- The "Notice Number" listed on a letter received from the Office of Tax and Revenue
- The most recent return or payment information, depending on the tax account type

If you do not expect to file or pay DC taxes for yourself or your business, you may complete this request without the requirements above.

2a

Cancel

2b

< Previous **Next** >

1. On the MyTax.DC.gov homepage, click **Sign up to use MyTax.DC.gov**.
2. You will be navigated to the **Instructions** page.
Note: To sign up, you may need one of the following:
 - a) The "**Notice Number**" listed on a letter received from the Office of Tax and Revenue. You may also use the most recent **return or payment information**, depending on the tax account type.
 - b) Click **Next**.

Sign-Up for MyTax.DC.gov

3



3a

Registration Type

Do you expect to file/pay DC taxes for yourself or your business?

No Yes

3b

3. On the **Registration Type** page, indicate the type of registration you need. Selecting **Yes** will open a MyTaxDC profile as a taxpayer, selecting **No** will indicate that you are a third-party. For this example, we have selected **Yes**.
 - a) Because you do have nexus in the District, click **Yes** to “Do you expect to file/pay DC taxes for yourself or your business?”
 - b) Click **Next**.

Sign-Up for MyTax.DC.gov

4



4a

Taxpayer Information

In order to sign-up for MyTax.DC.gov, you must have previously submitted a DC tax return or completed the FR-500 New Business Registration form.

ID Type * FEIN ITIN PEIN SSN

Enter Your SSN * *Required*

Re-enter Your SSN * *Required*

4b

4c

4d

Cancel

< Previous **Next** >

4. Complete the **Taxpayer Information** section.
 - a. Select the **ID Type**, FEIN (Federal Employer Identification Number), ITIN (Individual Taxpayer Identification Number) or SSN (Social Security Number).
 - b. Type your ID Number in the **Your ID** field.
 - c. Retype it in the **Re-enter Your ID** field.
 - d. Click **Next**.

5 Sign-Up for MyTax.DC.gov

5a

5b

5c

Sign-Up for MyTax.DC.gov

Instructions Registration Type Taxpayer Information Identity Validation

Validation Method

Your identity must be validated. Select a method to continue with the validation process.

I would like to provide the "Notice Number" listed on a letter received from the Office of Tax and Revenue

I would like to provide information related to a registered tax account

Notice Validation

Notice Number L0000285350

Cancel Previous Next

5. On the **Validation Method** page, indicate which method you will use to validate your identity. In our **first example**, we will use a **Notice Number**.
 - a. Because you would like to use a **Notice Number** to validate your account, select the first option **"I would like to provide the Notice Number listed on a letter received from the Office of Tax and Revenue."**
 - b. Enter your **Notice Number** in the **Notice Number** field. Your notice number can be found in the upper-right corner of the correspondence received from the Office of Tax and Revenue. You must use a Notice Number issued from our new Modernized Integrated Tax System (MITS). The Notice Number begins with the letter "L". If you do not have a notice issued from MITS, you must register by selecting an Account Type.
 - c. Click **Next**

Sign-Up for MyTax.DC.gov

6

[Sign-Up for MyTax.DC.gov](#)



6a

Validation Method

Your identity must be validated. Select a method to continue with the validation process.

- I would like to provide the "Notice Number" listed on a letter received from the Office of Tax and Revenue
- I would like to provide information related to a registered tax account

6b

Account Validation

Account Type

Account Number

Last Payment Amount Enter the last payment amount from the previous return.

Last Payment Amount is \$0.00

6c

6. On the **Validation Method** page, if you do not have a notice number, you can enter **Account Type** information(e.g. Withholding Wage). In our second example, we will use the **Account Type** option to validate.
 - a. Because you would like to use **Account Type** information to validate your account, select the second option **"I would like to provide information related to a registered tax account."**
 - b. Select your **Account Type** in the **Account Type** field. If you select an account type, you will be asked for last tax due. Either **enter the Last Tax Due** or check the box for Last Tax Due is \$0.00. If you choose a withholding account, you must enter your last payment amount in the Last Tax Due field. **Note:** A description of the last tax due will immediately display once you select your Account Type. The description will help you locate the correct number needed to validate your account.
 - c. Click **Next**.

Sign-Up for MyTax.DC.gov

7



Logon Information

Username * *Required*

First Name * *Required*

Last Name * *Required*

Email * *Required*

Phone Type * *Required*

Contact Phone * *Required*

Alternate Phone

7a-7e

8

Secret Question

In case you forget your password, you will be required to provide your secret answer.

Secret Question * *Required*

Secret Answer * *Required*

Confirm Answer * *Required*

9

7. On the **Logon Information** page, complete the required sections.
 - a. Create a username in the **Username** field.
 - b. Type your **First Name**, **Last Name**, and **Email**.
 - c. In the **Phone Type** field, use the drop-down menu to select a phone type.
 - d. Type your phone number in the **Contact Phone** field.
 - e. If applicable, type an alternate phone number in the Alternate Phone field.
8. In case you forget your password, use the drop-down menu to select a **Secret Question**. Type the answer to that question in the **Secret Answer** field and retype it in the **Confirm Answer** field.
9. Click **Next**.

Sign-Up for MyTax.DC.gov



Registration Summary

Please review the following information

Username: test1
Name: TEST TEST
Email: test@test.com
Contact Phone: (202) 222-2222
Alternate Phone:

In case you forgot your password:
Secret Question: What city were you born in?
Secret Answer: *****

An email containing a temporary password and a link to log in will be sent to you.

Click Submit to complete this request.

Cancel

10

< Previous

Submit

10. From the **Registration Summary** page, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.

Confirmation



If you need to make any changes, click 'Cancel', otherwise click 'OK'.

11

Cancel

OK

11. A **Confirmation** pop-up will display. Click **Cancel** if you need to make changes, otherwise click **OK** to proceed.

Confirmation

28-Sep-2020
Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the following:

Email: **test@test.com**
Confirmation Code: **jym49b**

An email containing a temporary password and a link to log in will be sent to you from **DoNotReply_MyTax@dc.gov** or **DoNotReply@GenTax.com**. This email is being sent from an auto-notification system that cannot accept incoming emails. Should you have questions about your tax account, please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking **Send a Message** under the "More" tab.

Didn't receive the email? Check spam or junk folders for a message coming from **DoNotReply_MyTax@dc.gov** or **DoNotReply@GenTax.com**.

12

[Printable View](#)

[OK](#)

Feedback

How satisfied were you with using the MyTax application to complete your tax matter?



Comments

13

[Submit Feedback](#)

12. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK** to be returned to the MyTax.DC.gov homepage.
13. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click "**Submit Feedback**".

14

Thank you for creating an account on MyTax.DC.gov!

[Please click here to return to MyTax DC](#), enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: <https://mytax.dc.gov/> and Log In using the temporary password along with your username to complete your registration.

Temporary password: 7m4qbbt4

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

14. An email will be sent to the email address you provided. Within the **email** will be a **Temporary Password** that you will need to log into mytax. Click "**Please click here to return to MyTax DC**" hyperlink to navigate back to the [MyTax.DC.Gov](#) homepage.



Q Can't find what you're looking for? Enter keywords here to filter.

		
<p>Business</p> <p>I want to...</p> <ul style="list-style-type: none">> Register a New Business - Form FR-500> Register a Special Event - Form FR-500B> Request a Certificate of Clean Hands	<p>Individual</p> <p>I want to...</p> <ul style="list-style-type: none">> Check the Status of My Refund> Learn More About DC Freefile/Fillable Forms> Respond to Verification Letter> View Tax Forms	<p>Real Property</p> <p>I want to...</p> <ul style="list-style-type: none">> Make a Real Property Payment> Search Real Property by Address or SSL> View More Options

15. Once you navigate back to the MyTax.DC.gov homepage, type in your **Username** and the **Temporary Password** that was emailed to you.
16. Click **Log In**.

Protect your MyTax DC account with two-step verification

Two-step verification is used to better protect your MyTax DC account. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you access your MyTax DC account.

17

<p>Authentication App</p> <p>Use an authentication app, such as Google Authenticator, to get security codes.</p> <p>Set Up</p>	<p>Text Message</p> <p>Receive security codes by text message.</p> <p>Add Phone</p> <p>Message and data rates may apply. To stop receiving SMS messages, remove your number above.</p>	<p>Email</p> <p>Receive security codes by email.</p> <p>Add Email</p>
		<p>Cancel Confirm</p>

17a

17. In the **Authentication Contact** section, you may choose to receive an authentication code via an **Authentication App**, **Text Message**, or **Email** each time you attempt to log into your account. For this example, we have chosen to receive our authentication codes by **email** by clicking the **Add Email** hyperlink.
 - a. Click **Confirm**.

✉ **Add Email**

A security code will be sent via email when trying to access your MyTax DC account. Add mits-testing@dc.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

18
Required

18a

18. Add the **Email Address** where you would like to receive your authentication codes.
 - a. Click **Save**.

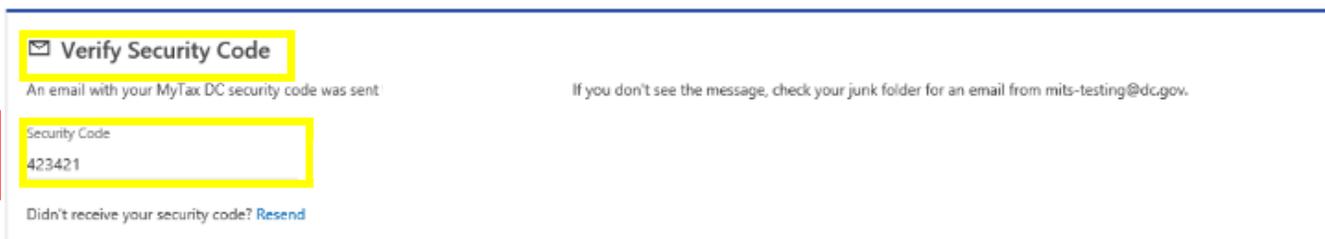
19

423421 is your security code. The code is required to complete the logon process.

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

19. An email will be sent to the email address you provided. Within the **email** will be a **Security Code** that you will need to log into MyTaxDC.

20



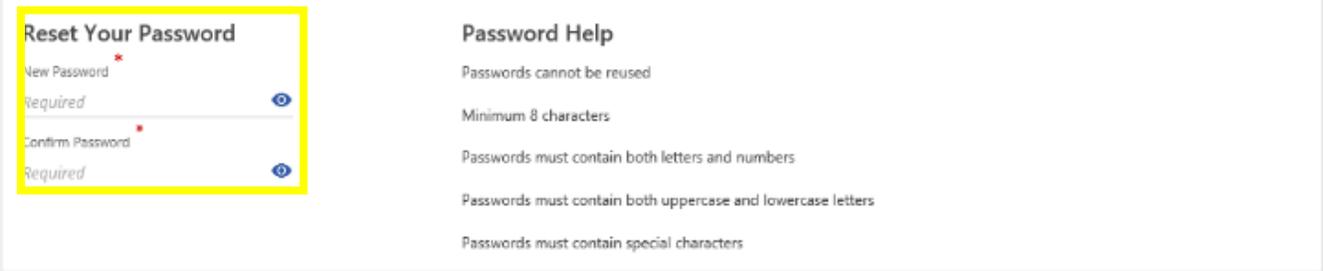
20a



20. On the **Verify Security Code** page, enter your **Security Code**.
 - a. Click **Confirm**.

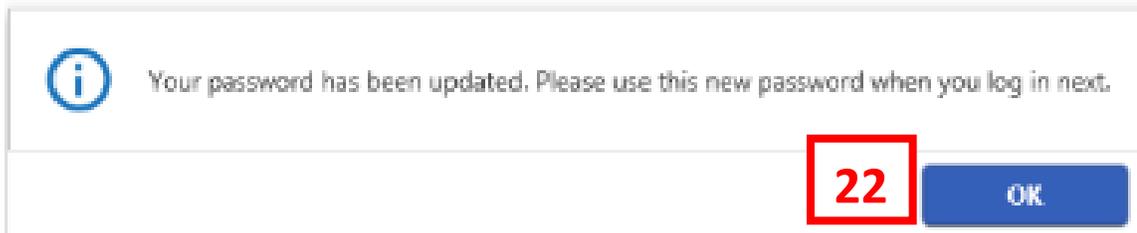
< Two-Step Verification Setup

21



21a

- 21. You will be prompted to enter a New Password, retype it in the Confirm Password field.
 - a. Click **Submit**.



22

- 22. Click **OK** and your homepage will display.

MyTax.DC.gov User Guide: How to Sign Up – Non- Nexus Business Sign-up



Username
Password
Log In
Forgot username or password?
New user?
Sign-up for MyTax.DC.gov

1

Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms



Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

I want to...

- > Pay with Credit/Debit Card



Resources

I want to...

- > Go to OTR Homepage

Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to Sign Up – Non-Nexus Business Sign-up

Sign-Up for MyTax.DC.gov

2



Welcome!

Create a MyTax.DC.gov account today to manage your DC taxes online. To sign up, you may need one of the following:

- The "Notice Number" listed on a letter received from the Office of Tax and Revenue
- The most recent return or payment information, depending on the tax account type

If you do not expect to file or pay DC taxes for yourself or your business, you may complete this request without the requirements above.

Cancel

2b

< Previous

Next >

1. On the MyTax.DC.gov homepage, click **Sign up to use MyTax.DC.gov**.
2. You will be navigated to the **Instructions** page.
 - a. **Note:** To sign up, you may need one of the following: The "**Notice Number**" listed on a letter received from the Office of Tax and Revenue. You may also use the most recent **return or payment information**, depending on the tax account type.
 - b. Click **Next**.

Registration Type

Do you expect to file/pay DC taxes for yourself or your business?

No

Yes

Choose one of the following that describes your role:

- Third party designee who files returns and/or makes payments on behalf of an individual or business
 - Filing as a "Third Party" means you are filing on behalf of an individual or business
 - Examples include an Accountant, CPA, and Tax Preparer
- Bulk filer who submits tax forms in bulk on behalf of multiple taxpayers (This does not include real property taxes.)
 - A bulk filer is a payroll agent, payroll service or service provider who has custody or control over an employer's funds for the purpose of electronically filing returns and/or making payments on behalf of multiple taxpayers
 - Examples include FR-900Q, FR-800M/Q/A, W2, 1099, and health care shared responsibility payments
- Semi-public institution seeking exempt status
- Filing an Estate return for a deceased DC taxpayer
- Property Key Payer who pays real property taxes in bulk on behalf of property owners
 - Property Key Payers should only be registered when making payments for 10 or more properties in bulk
 - Examples include mortgage companies, tax services, and management companies
- Tax sale purchaser who participated in a Tax Sale or an assignee for a prior Tax Sale

Cancel

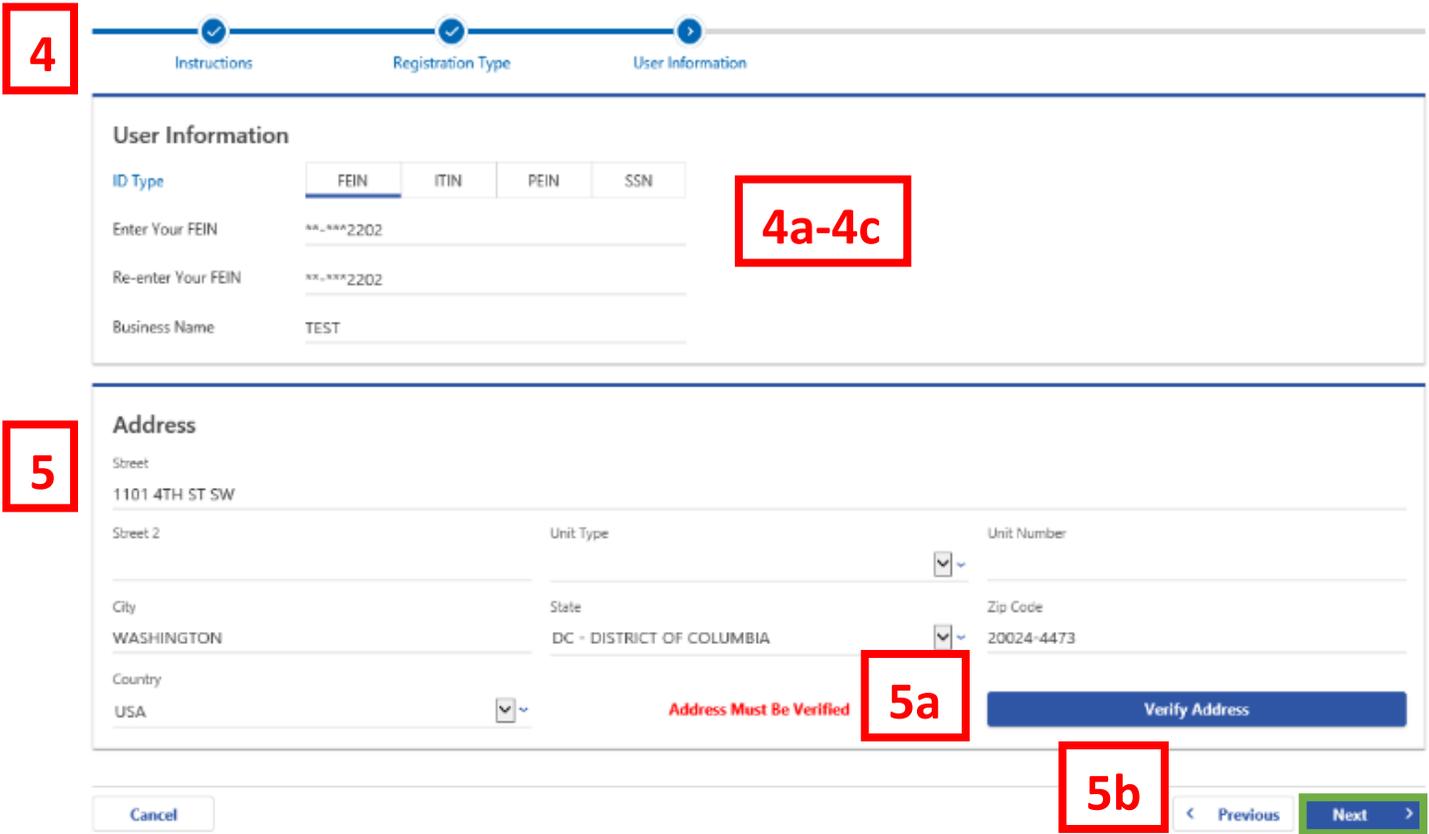
3b

< Previous

Next >

3. On the **Registration Type** page, indicate the type of registration you need. Selecting **Yes** will open a MyTaxDC profile as a taxpayer, selecting **No** will indicate that you are a **non-nexus business**. For this example, we have selected **No**.
 - a. Because you do not have nexus within the District, **click No** to “Do you currently or expect to file DC returns?” **Choose one** of the following that describes your role: **Third-Party Designee** who files returns and/or makes payment on behalf of an individual or business, **Bulk filer** who submits tax forms in bulk on behalf of multiple taxpayers, **Semi-public institution** seeking exempt status, Filing an **Estate return** for a deceased DC taxpayer, **Property Key Payer** who pays real property taxes in bulk, **Tax Sale purchaser** who participated in a prior **Tax Sale**. For this example, we have selected **Bulk Filer who submits tax forms in bulk on behalf of multiple taxpayers**.
 - b. Click **Next**.

Sign-Up for MyTax.DC.gov



The screenshot shows a multi-step registration process. Step 4, 'User Information', includes a progress bar with three steps: 'Instructions', 'Registration Type', and 'User Information'. The 'User Information' section has a tabbed interface with 'FEIN' selected. Fields include 'Enter Your FEIN' (with a red box labeled '4a-4c'), 'Re-enter Your FEIN', and 'Business Name' (containing 'TEST'). Step 5, 'Address', includes fields for 'Street' (1101 4TH ST SW), 'Street 2', 'City' (WASHINGTON), 'Country' (USA), 'Unit Type', 'Unit Number', 'State' (DC - DISTRICT OF COLUMBIA), and 'Zip Code' (20024-4473). A red box labeled '5a' highlights the 'Verify Address' button, and another red box labeled '5b' highlights the 'Next' button. A red box labeled '4' is on the left of the progress bar, and a red box labeled '5' is on the left of the address section. A red box labeled '4a-4c' is on the FEIN input field. A red box labeled '5a' is on the 'Verify Address' button. A red box labeled '5b' is on the 'Next' button. A red box labeled '4' is on the left of the progress bar. A red box labeled '5' is on the left of the address section.

4. Complete the **User Information** section.
 - a. Select the **ID Type**, FEIN (Federal Employer Identification Number), ITIN (Individual Taxpayer Identification Number) or SSN (Social Security Number).
 - b. Type your ID Number in the **Your ID** field.
 - c. Retype it in the **Re-enter Your ID** field.

Note: Selecting **FEIN** as your **ID Type**, will require you to enter your **Business Name**.

5. Complete the **Address Information** section.
 - a. Enter all **address information** in the **required fields**. **Verify** your **address** when complete.
 - b. Click **Next**.

Sign-Up for MyTax.DC.gov



Registration Summary

Please review the following information

Username: Test3
Name: TEST TEST
Email: test@test.com
Contact Phone: (202) 002-0202
Alternate Phone:

In case you forgot your password:
Secret Questions: What city were you born in?
Secret Answer: *****

An email containing a temporary password and a link to log in will be sent to you.

Click Submit to complete this request.

9

9. From the **Registration Summary** page, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.

Confirmation



If you need to make any changes, click 'Cancel', otherwise click 'OK'.

10

Cancel

OK

10. A **Confirmation** pop-up will display. Click **Cancel** if you need to make changes, otherwise click **OK** to proceed.

Confirmation

29-Sep-2020

Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the following:

Email: **test@test.com**

Confirmation Code: **t5ycqg**

11

An email containing a temporary password and a link to log in will be sent to you from **DoNotReply_MyTax@dc.gov** or **DoNotReply@GenTax.com**. This email is being sent from an auto-notification system that cannot accept incoming emails. Should you have questions about your tax account, please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking **Send a Message** under the "More" tab.

Didn't receive the email? Check spam or junk folders for a message coming from **DoNotReply_MyTax@dc.gov** or **DoNotReply@GenTax.com**.

Printable View

OK

Feedback

How satisfied were you with using the MyTax application to complete your tax matter?



Comments

12

Submit Feedback

11. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK** to be returned to the MyTax.DC.gov homepage.
12. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click "**Submit Feedback**".

Thank you for creating an account on MyTax.DC.gov!

[Please click here to return to MyTax DC](#), enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: <https://mytax.dc.gov/> and Log In using the temporary password along with your username to complete your registration.

Temporary password: gt3mnm9

13

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

13. An **email** will be sent to the email address you provided. Within the email will be a **Temporary Password** that you will need to log into mytax. Click **"Please click here to return to MyTax DC"** hyperlink to navigate back to the MyTax.DC.Gov homepage.



Can't find what you're looking for? Enter keywords here to filter.



Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands



Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms



Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

14. Once you navigate back to the MyTax.DC.gov homepage, type in your **Username** and the **Temporary Password** that was emailed to you.
15. Click **Log In**.

Protect your MyTax DC account with two-step verification

Two-step verification is used to better protect your MyTax DC account. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you access your MyTax DC account.

16


Authentication App

Use an authentication app, such as Google Authenticator, to get security codes.

Set Up


Text Message

Receive security codes by text message.

Add Phone

Message and data rates may apply. To stop receiving SMS messages, remove your number above.


Email

Receive security codes by email.

Add Email

16a

Cancel

Confirm

16. In the **Authentication Contact** section, you may choose to receive an authentication code via an **Authentication App**, **Text Message**, or **Email** each time you attempt to log into your account. For this example, we have chosen to receive our authentication codes by **email** by clicking the **Add Email** hyperlink.
 - a. Click **Confirm**.

✉ **Add Email**

A security code will be sent via email when trying to access your MyTax DC account. Add mits-testing@dc.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

17
Required

17a

17. Add the **Email Address** where you would like to receive your authentication codes.
 - a. Click **Save**.

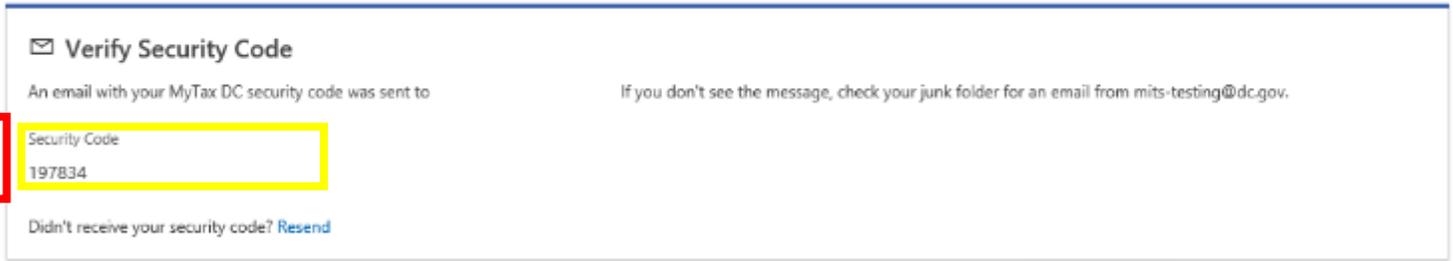
18

197834 is your security code. The code is required to complete the logon process.

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

- 18. An email will be sent to the email address you provided. Within the **email** will be a **Security Code** that you will need to log into MyTaxDC.

19



19a

Cancel

Confirm

- 19. On the **Verify Security Code** page, enter your **Security Code**.
 - a. Click **Confirm**.

20

Reset Your Password

New Password *
Required

Confirm Password *
Required

Password Help

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

20a

20. You will be prompted to enter a **New Password**, retype it in the **Confirm Password** field.
 - a. Click **Submit**.

 Your password has been updated. Please use this new password when you log in next.

21

21. Click **OK** and your homepage will display.